

South Jordan City

Job Description

Title: Aquatics Assistant
Org: 230270
Pay Grade: S-9

Effective Date: 2/1/16
FLSA: Non-Exempt
Workers Comp: Municipal

This is an “at-will” position. The employee or the City may end the employment relationship at any time, with or without cause or explanation.

GENERAL PURPOSE

Provide a safe environment for all patrons of the pool area. Schedule and assign daily work activities of Lifeguards, Swim Lesson Instructors, and Head Lifeguards. Assist Aquatics Supervisor with management of part-time or evening personnel for the facility.

SUPERVISOR

Aquatics Supervisor

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee’s manager.

Job attendance is required, except for authorized leave.

Scan assigned area to prevent possible accidents, and monitor the health and safety of patrons in and around the pool area; monitor that all other lifeguards are properly positioned and performing their duties appropriately.

Observe and enforce safety rules and regulations; educate patrons of rules; monitor that all other lifeguards and instructors are observing and enforcing safety rules and regulations.

Respond quickly and efficiently to all emergency situations; alert other lifeguards of any areas of concern in the pool area; perform first aid and/or CPR as needed, while using proper techniques and procedures.

Prepare and complete all records and reports accurately and in a timely manner; report shift activities to supervisor as required.

Assist with the efficient operation and maintenance of the swimming pool area and locker rooms to create a safe, clean, and healthy environment; ensure pool is closed securely and properly.

Answer questions, requests, and inquiries regarding aquatic programs; act as liaison between parents and aquatic programs.

Coordinate staffing and scheduling of all lifeguards; track attendance and schedule effective and efficient use of staff working hours; assign rotation and maintenance schedules daily.

Use appropriate judgment when closing down the pool due to emergencies, mechanical problems, improper water balance, etc; follow appropriate procedures outlined in the Emergency Action Plan if necessary.

Assist with aquatic program schedules, organization, and teach swimming lessons to patrons; enter course records from instructors; complete periodic reviews on the aquatic programs and instructors.

Assist with teaching lessons and provide direction and feedback to instructors.

Follow risk management and safety programs through regular inspection and maintenance of pool area.

Attend regularly scheduled staff meetings and in-service training; assist in providing continual training to the lifeguard staff; develop and present in-service training materials as requested.

Maintain effective public relations with all patrons.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education & Experience:

Six (6) months of experience as a lifeguard or water safety instructor

American Red Cross: (*Equivalent)

Lifeguard Instructor

First Aid

CPR/AED

Water Safety (may be substituted for experience)

*Ellis and Associates, Star Guard, or Star Fish Certifications

2. Special Qualifications:

Must be at least 18

3. Knowledge, Skills, and Abilities:

Ability to pass lifeguard swim test (300 yards) and treading test (2 Minutes)

Ability to learn and understand computer software. (i.e. SportsMan SQL, WhenToWork.com, and Office)

Ability to communicate verbally and in writing with patrons, co-workers and supervisors in a professional manner. Ability to communicate effectively with all age groups, handle complaints and enforce pool regulations in a firm manner while maintaining good public relations.

Ability to make reasonable choices in difficult situations, to react calmly to stressful situations and help resolve conflicts that may arise.

Must be able to report to work promptly and continue work until the end of the required shift.

4. Working Conditions:

Moderate physical activity. Required to push, pull or lift medium weights. Uncomfortable working positions such as stooping, crouching and bending. Moderate physical exertion may be present due to the possibility of water rescues. Some uncomfortable working conditions due to warm temperatures, humidity and noise. Moderate mental pressure and fatigue exist during a normal workday due to constant supervision of children and adults. Intermittent stress as a result of human behavior.

5. Shift Schedule:

This job is for weekday evenings and weekend days, however this shift can be adjusted to meet the needs of the facility. Some holiday and weekend shifts will be required.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Municipal Part Time	EEO-4 Class:
Location:	Fitness Center	EEOP Class:
Group/BU:	General Pay Plan	Tech-Net Match: